

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

**Duties as related to the Local Executive**

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

**DUTIES OF THE LOCAL SECRETARY**

8.01 The Local Secretary shall:

- i. send reminders to Executive members of upcoming deadlines for reports, action items and meeting minutes;
- ii. receive and collate written reports from Executive Members prior to Executive, Local Council and General Meetings and send to President to attach to agenda;
- iii. record and maintain copies of the minutes of all meetings of the Local Council, General Council and the Local Executive;
- iv. attach the attendance record as well as action items to the minutes of meetings;
- v. ensure that draft Local Executive Meeting minutes are sent to Local Executive within one week when possible;
- vi. ensure that draft Local Council or General Meeting minutes are sent to members within one week when possible;
- vii. safe keep all official records of the Local including the Constitution and Operational Procedures and ensure that appropriate revisions are processed at all meetings;
- viii. maintain a current list of contact information for Local NSTU Representatives, Local Executive members and Local Standing Committee members and provide to the Local Executive by the end of October;
- ix. forward to the NSTU Central Office names and contact information for the Local Executive immediately following the Annual General Meeting;

- x. arrange for refreshments at Local Council, General Membership, Local Executive and Special Meetings;
- xi. assist with identification of schools not represented at Local Council, General Membership and Special Meetings and send information packets to those schools as necessary.

**Meetings / Time Commitment**

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council, traditionally in May
- Attend Pre-Council meeting
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer